

MEMORANDUM

TO: Finance and Administration Cabinet Employees

FROM: Yvette M. Smith
Executive Director

DATE: November 7, 2002

SUBJECT: Revised Education Assistance Policy
and Application Form

The Cabinet's revised education assistance policy is attached. One important provision of the policy has not changed. The Kentucky State University (KSU) provision requires employees who live or work in Franklin or one of the adjoining counties to receive assistance only for courses taken at KSU, unless the course or degree program is not available or offered at KSU. Requests for exceptions to the provision must be sent to OMB. Allow at least fifteen (15) working days for a response as exceptions are ultimately approved by the Governmental Services Center.

Several changes have been made to the policy and the most significant are highlighted below.

- Tuition reimbursement is no longer an option. Tuition, fees and other approved costs are paid in advance and payments are made directly to the educational provider.
- Educational providers can be public or private degree granting post secondary institutions, educational television, accredited correspondence and on-line schools, secondary schools, and Kentucky Virtual University.
- The maximum tuition assistance available for employees that attend private or out-of-state institutions will be limited to the current tuition cost at the four-year state university located nearest the employee's county of employment. Cost is assessed on a per credit hour basis.
- Employees have thirty (30) calendar days after completing a course to provide proof of a satisfactory grade.
- An employee with an outstanding obligation to repay the cabinet, e.g. received a failing grade or an incomplete, is not eligible to receive tuition assistance until the obligation is satisfied.

An education assistance fact sheet and application form are attached for your information. If you have questions, please call 502-564-0408.

Attachments (2)